



Position Announcement
Invest in Texas Fellow (Fall 2024 - Spring 2025)

July 2024

Organizational Information:

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity *for every Texan*. This commitment is ongoing and represents our desire to create and nurture an organizational culture that espouses anti-racism, equity and belonging for all. We also listen to the voices of Black, Brown, Indigenous and People of Color (BIPOC) communities to catalyze equitable outcomes for all, and we recognize, value, and uplift the dignity and humanity of all our staff and fellows within our organization. We believe that living out our values as an anti-racist organization is critical to our mission. We stand against all forms of oppression, including transphobia, classism, sexism, ableism, and xenophobia. You can learn more about our work at everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is a proudly unionized workplace.

Position Summary:

The Invest in Texas Team works to achieve Every Texan's vision that all Texans are healthy, well-educated, and financially secure. The team focuses on fiscal policy, advocating for a fairer tax system and more-inclusive state budget. Through our work on [The People's Budget](#) – Texas' roadmap that focuses on community investments – the fellow will be introduced to the broad range of policies we advocate for and the partners we engage with.

The fellow conducts this work with a focus on Texans with low incomes, Texans from historically underrepresented backgrounds, races and ethnicities, and immigrant Texans. The fellow reports to the Invest in Texas Director and is a member of the Policy & Advocacy Team.

The fellow has an interest in understanding complex budget and tax policies, a strong commitment to drive policy change to expand access and equity, and an aptitude for building and leading networks to achieve that change. The core goal of this position is to use data and analysis to propel budget and tax policies in Texas in a more equitable direction.

Roles and Responsibilities:



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- Assist in developing long- and short-term legislative advocacy strategy and implementation plans.
- Develop relationships and assist with budget-related requests from stakeholders and media.
- Assist in developing testimonies on budget and revenue issues at state legislative proceedings.
- Assist in conducting analysis of proposed policies, with an emphasis on the impacts on low-income and marginalized communities.
- Support Every Texan's campaigns and projects on budget and tax policy and other issues as needed.
- Distribute products at the Capitol as needed.
- Help coordinate internal and external meetings, briefings, and events.
- Attend various coalition meetings as schedule permits.
- Provide general support for the Invest in Texas Team and Every Texan policy staff.
- Attend weekly calls with our Community Engagement Coordinator to learn more about policy advocacy.
- Collaborate with other fellows on the co-creation of a shared higher education policy agenda, with a specific focus on the agenda's impact on the state budget.

The fellow will have the opportunity to work with and learn from Every Texan staff who oversee various policy, development, and communications activities, and acquire an understanding of how a non-profit policy organization works. The fellow may also have the opportunity to engage with Every Texan staff in support of their policy advocacy and research projects.

As Every Texan does not employ any dedicated clerical staff, fellows (and policy staff alike) are expected to do their own clerical work and on occasion help out with team preparations for events.

Required Qualifications:

Every Texan fellows must be a current undergraduate at a higher education institution or graduate student.

- Fellows must be based in Texas.
- This fellowship is open to international students with temporary employment authorization.
- **Commitment to social justice and racial equity.** You believe that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.
- **Demonstrated interest in the legislative process.** You have experience developing and/or executing advocacy strategy, and you enjoy working collaboratively with diverse stakeholders..
- **Ability to juggle a wide range of tasks across multiple projects.** You can multitask effectively.
- **Ability to communicate clearly.** You are able to synthesize complex ideas concisely.
- **Self Starter.** You pay attention to team needs and anticipate helpful contributions.

Preferred Qualifications:

- Prior coursework or work experience related to policy analysis or advocacy.



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- Demonstrated interest in budget and tax policy matters, especially those relating to economic security and opportunity for low-income communities and marginalized populations.
- Quantitative analysis skills using Microsoft Excel, R, or similar tools.

Compensation:

This position is funded at \$15/hour for up to 20 hours per week. As temporary employees, interns are entitled to Every Texan's paid holidays if a holiday falls on a day they would otherwise have worked and accrue sick leave based on hours worked. Interns are not entitled to any other employee benefits, including vacation leave, health and life insurance, and employer-sponsored pension. Interns will be paid in accordance with Every Texan's normal payroll practices and be subject to the usual, required withholding.

Status:

- Part-time (up to 20 hours per week)
- This position is eligible for remote work for Texas-based students, though ability to work from Austin is preferred.

Compensation: This position is funded at **\$15/hour** for up to 20 hours a week and has a target start date of **Fall 2024**. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, and generous vacation, leave, and holidays.

To apply: Please email (subject line: **Invest In Texas Internship**) a cover letter, writing sample, and resume to apply@everytexan.org by **July 26, 2024**. If you are applying to more than one of our open internship positions, please send one application email to the contacts for each position and indicate that in your cover letter. You will not be penalized or prioritized for applying to more than one position. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description. Your writing sample should show that you can write about complex content in a way that is targeted to readers who do not know about the topic (i.e., simple, clear, concise). Please email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Applications will be reviewed on a rolling basis. Thank you!

Every Texan is an Equal Opportunity Employer.